

# Position Description

<b>Title</b>	Additional Assistant
<b>Business Unit</b>	Kindergarten Inclusion Support (KIS), Early Learning Services
<b>Location</b>	North Eastern Metro Suburbs Melbourne
<b>Employment type</b>	Part time   Maximum term
<b>Reports to</b>	Administrator KIS

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Additional Assistant provides support to Kindergartens to assist them to include children with disabilities in funded Kindergarten programs. The provision of an Additional Assistant to the kindergarten increases the staff in the group and facilitates the ability of all staff at the kindergarten to work with all children.

### 2. Scope

**Budget:**

**NIL**

**People:**

- Nil

### 3. Relationships

#### Internal

List key internal relationships that this position has primary and regular day to interaction with

- Early learning KIS program and practice team

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### External

- Kindergarten staff
  - Children, parents and carers
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### 4. Key responsibility areas

#### Service delivery

- Work in accordance with all Uniting policies and under the supervision and direction of the KIS Early Learning Coordinator and KIS Administrator
- Work under the day to day guidance of the kindergarten teacher
- Work as part of the kindergarten staff team In accordance with Uniting requirements and as requested and guided by the teacher
- Assist with the supervision and care of all children in the group
- Assist with the preparation, maintenance and pack up of the learning environment and experiences
- Support the inclusion of all children in the program by being aware of and contribute to meeting their individual skills and interests
- Support the development of each child by recognising their abilities and needs
- Implement positive behaviour guidance strategies planned by the teacher
- Maintain confidentiality and privacy of each child and family attending the kindergarten
- Initiate positive interactions with all children consistently during each session
- Engage positively and respectfully with early childhood educators and kindergarten families
- Support the kindergarten teacher's communication with the families
- Use appropriate initiative to ensure children's safety and assist their social inclusion
- Respect the cultural and individual needs of the members of the kindergarten community
- Other projects and duties, as required
- Raise and report any concerns about Child Safety immediately

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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## 5. Person specification

### Qualifications

- Early childhood qualification of Certificate III in Early Childhood and Care, or satisfactory qualification in a related field is preferable
- Driver license valid for current use in Victoria
- Satisfactory Police Check
- Valid Employee Working With Children Check Card
- Ability to physically engage in kindergarten activities

### Experience

- Experience working or volunteering in an early childhood setting
- Proven ability to engage with young children, kindergarten staff and families (as requested)
- Proven ability to assist in supporting children with additional needs or complex medical conditions
- An ability to work with children in small groups
- An understanding of child development and play based learning
- An understanding of and ability to implement positive behavior management strategies
- Understanding and commitment to confidentiality and privacy of clients
- An ability to work under the direction of the kindergarten teacher and as part of a team
- Demonstrated ability to be flexible and show initiative
- A commitment to participate in regular in-service and ongoing professional development opportunities
- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Personal Attributes:**
  - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.

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- Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
  - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
  - Conscientious: Responsible, dependable, organised and persistent.
  - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
  - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries.
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### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

#### Employee

Name:

Signature:

Date: